



## **Guidelines for Sponsoring State OHC Meetings** (Revised: 1-22-2022)

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### **Guidelines for Sponsorship of State OHC Meetings (refer to 'State Meeting Checklist for Hosting Regions' for detailed list of requirements)**

1. Select meal from preset menu
2. Handle meal reservations
3. Put information about the meeting, meal reservations, along with the contact person in the Corral, on the Website and Facebook.
4. Notify Eagles of meal count one week prior to meeting
  - Contact: Mike Williams @ 614-554-4053
5. Handle check-in on the day of the meeting: sign in all attendees, provide meal tickets for paid meals (prepaid or paid at door)
6. Give sign-in sheets to State Secretary
7. Pay Eagles for meals on day of meeting

Hosting Chapters may:

1. Add \$1.00 to cost of meal
2. Conduct silent auctions
3. 50-50 drawings
4. Drawings for door prizes
5. Sell raffle tickets for special chapter programs

Note :

1. Other Chapters may set up information tables
2. Cost of meeting room paid for by the State

- March 2022 - NW Region
- November 2022 - NE Region
- March 2023 - SW Region
- November 2023 - SE Region
- March 2024 – NW Region
- November 2024 – NE Region